REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO.
DDP – 111

1. TITLE OF REPORT (if a fill-in report include Form No.)	2. TYPE OF REPORT	X	STATISTICAL
OBLIGATIONS BY SUBOBJECT CLASS			NARRATIVE
			MACHINE-NAME LISTING

25X1

3. FUNCTIONAL AREA	PERSONNEL		TRAINING			ADMIN. GENERAL
	LOGISTICS		SECURITY		X	OTHER (specify)
	MEDICAL	X	FINANCE			FI

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
1	Monthly	1 FI Staff

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT
Computer print-out	YES	IF YES GIVE ADP PROCESSING NO.	None
	NO		

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
WH/B&F	Station financial reports

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
									$14.00

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR	$14.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

25X1

[ ] requires of FI Staff/[ ] to provide a monthly report of [ ]   25X1
expenditures by subobject class. WH/B&F provides to FI Staff/[ ]   25X1
information related to WH [ ] projects.

25X1

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
		MAN-HOURS	DOLLARS
X RETAIN AS IS [ ] OTHER (explain)			
CHANGE			
DISCONTINUE			

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
October 1970		

FORM 112